

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*"Honoring California's Veterans"*



## Classification:

Associate Property Agent (\$4,400-\$5,348)

**Will also consider:** Assistant Property Agent (\$3,658-\$4,446)

Junior Property Agent (\$2,817-\$3,263)

**Permanent – Full Time**

## Location:

Department of Veterans Affairs (CDVA) - Sacramento

Farm and Home Purchases Division – Foreclosure/Collection

## Who Should Apply:

**Current State employees** within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA PROVISIONS APPLY.

**If you are not a current state employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the CDVA, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov) or to view examinations offered by all State departments, please visit the State Personnel Board at [www.spb.ca.gov](http://www.spb.ca.gov).

*You do not need to reapply if you have already submitted an application for this position. Your application will be considered as a result of this current bulletin.*

## Duties and

**(Duties will be commensurate upon classification selected)**

## Responsibilities:

Under the direction and supervision of the Collection, Foreclosure & REO Unit Manager, (Senior Property Agent), the Associate Property Agent will perform the following duties:

- Negotiate, prepare and monitor repayment agreements on delinquent accounts; process hardship requests; analyze, reconcile, adjust and make recommendations on accounts; prepare real estate property value estimates and appraisals; review credit reports and handle credit reporting issues. Process civil foreclosures, short sales, bankruptcies, repossessions and VA guaranteed loans. Act as a Notary for the CDVA.
- Communicate effectively with the public/customers, other Agencies, the Courts, and other staff within the Department (in a team environment). Develop and maintain professional relationships. Provide excellent customer service.
- Use the computer systems and programs (MITAS, Microsoft Word, Excel, Outlook, Internet/Intranet) for analyzing accounts (MITAS). Perform research in the performance of Collection/Foreclosure/REO functions (or as needed by the Division). Use reports to analyze accounts for appropriate action.
- Participate in special projects as required, including planning, research, reporting, monitoring and measuring. Attend, prepare for and/or chair meetings as required. Prepare function procedures and prepare miscellaneous reports (including Radian). Provide back-up coverage for other property agents and technicians in the Unit (or other Units).
- Act as lead agent as required, and act as Unit lead (with certain delegated authority) in the manager's absence.
- Provide field contact as needed, may be outside normal working hours, for Occupancy checks, field visits with contract holders. Attend community events on behalf of the program for marketing, testify as a witness at trial, or act on behalf of the Department in Small Claims Court or at Veterans Board Hearings.

Working hours: Monday through Friday, 8:00am to 5:00pm.

## How to Apply:

Candidates should submit a State Application (STD. 678), résumé to:

CA Department of Veterans Affairs  
1227 "O" Street, Room 404  
Sacramento, CA 95814

## Inquires:

Voice: (916) 653-2535

TDD: (916) 653-1966

**Attention: Juanita Rios, Ref: M80# 149 - 08/09**

**In Line #12 on the State Application, you must reference M80# 149 08-09 and clearly indicate your basis of eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.**

## Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERAN AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. BRD RELEASED: